

## Maryland Army National Guard

### FIELD GRADE POSITION VACANCY ANNOUNCEMENT

OPENING DATE 5-Oct-11 CLOSING DATE 10 NOV 11 BOARD DATE TBD

POSITION TITLE: Patient Administration Officer PARA/LIN: 105 / 01 AOC/SSI/FA/MOS: 70E67

HIGHEST GRADE AUTHORIZED: Major (O4) BRANCH: MS

ORGANIZATION & LOCATION: MD-JFHQ-MED  
*Bldg 205 Camp Fretterd Military Reservation*  
*5555 Rue Saint Lo Drive*  
*Reisterstown, Maryland 21136-*

WHO MAY APPLY: **Open to current members of the MDARNG in the rank of CPT-MAJ**

DESCRIPTION OF DUTIES: Patient Administration Officer advises commanders and staff in all aspects of patient administration. Plans, organizes, directs, and controls patient administration in a variety of health care agencies. Collects and analyzes patient and institutional data. Assists medical staff in evaluating quality of patient care and in developing criteria and methods for such an evaluation. Advises the medical commander on issues pertaining to patient administration, third party collection programs, clinical informatics, and patient movement; serves as an advisor on matters pertaining to health services facility management, organization, operation, professional staff functions, and the standards prescribed by the Joint Commission for Accreditation of Health Care Organizations.

REQUIRED QUALIFICATIONS: Must meet the qualifications from one of the AOC associated with MFA 70 as reflected in table 3-1 and be a graduate of the AMEDD Officer Basic Course. Must hold a baccalaureate degree from an accredited college/university in a discipline acceptable to The Surgeon General. Must have successfully completed the AMEDD Officer Advanced Course and CAS3.

### SPECIAL INFORMATION

This position is open to males and females. Assignment limitations of NGR 600-100 apply.

### APPLICATION PROCEDURES

Forward the documents listed below to: MD-JFHQ MED  
*ATTN: SFC Ronald Barbour*  
*5555 Rue Saint Lo Drive*  
*Reisterstown, Maryland 21136-*

1. Military Resume (Biographical Summary) in accordance with format in Appendix H NGR 600-100 (Officer applicants only).
2. Three most current available OERs/NCOERs.
3. DA Form 2-1
4. Personnel Qualifications Record (PQR) printed from UPS.
5. DA Form 705 (APFT Scorecard) within 12 months of the board date. A physical profile may be submitted in lieu of APFT record.
6. Height-Weight Statements within 6 months of the board date. DA Form 5500-R/5501-R must be included if soldier exceeds authorized screening table weight of AR 600-9.
7. Optional applicant memorandum to provide additional information to the president of the selection board not contained in the above listed documents.

**All applications will be screened without regard to ethnicity, religion, gender or national origin. Selection will be made the basis of military education, skills and individual experience.**

Questions concerning this position vacancy announcement should be directed to:  
SFC BARBOUR Commercial: (410) 702-9738 / E-Mail: [ronald.barbour@us.army.mil](mailto:ronald.barbour@us.army.mil)